



# CITY OF STAYTON

## APPLICATION TO CHANGE THE USE OF AN EXISTING BUILDING

PROPERTY OWNER: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

LOCATION: Identify the exact location of the property: Street Address: \_\_\_\_\_

Assessor's Tax Lot Number: Map 91W \_\_\_\_\_ Lot \_\_\_\_\_

Closest Intersecting Streets: \_\_\_\_\_

DESCRIPTION OF PREVIOUS USE. \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF PROPOSED USE. \_\_\_\_\_

\_\_\_\_\_

Gross floor area to be occupied by the proposed use: \_\_\_\_\_

Is the Proposed Use the only use of the property? ☐ Yes ☐ No

Are any exterior changes to the building proposed? ☐ Yes ☐ No

Has this property received site plan review approval or conditional use approval, or some other land use approval from the City of Stayton? ☐ Yes ☐ No If yes, year approval received \_\_\_\_\_

I understand that the Change of Use permit application fee of \$25.00 is non-refundable. I hereby certify that all information provided in this application is correct. I understand that a building permit from Marion County may also be required and that a City of Stayton permit does not take the place of building permit. I understand it is my responsibility to contact Marion County Building Inspection (503-588-5147) to determine if other permits are necessary.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Signature of Applicant

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DO NOT WRITE BELOW THIS LINE

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_

Building permit required ☐ yes ☐ no

Action of City Planner: ☐ Approved ☐ Approved with following conditions ☐ Denied for failure to meet the Code Sections noted below

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Planner

## City of Stayton Change of Use Permit Information Sheet

The requirement for a Change of Use Permit was included in the 2007 Update to the Stayton Land Use and Development Code. The purpose of the permit is to assure that new uses occupying existing buildings are in conformance with the land use and development requirements of the Code. Review of this application should normally take no more than 3 business days.

In its review of the application the Planning Department staff will be looking to make sure that the proposed use is a permitted use in the location in which it is proposed and that there is adequate parking for the proposed use. Depending on the type of use, the staff may require additional information, such as the number of seats in a restaurant,

In some cases a building permit from Marion County may be required in order to authorize a change in occupancy, even if no structural alterations are proposed. It is the applicant's responsibility to contact Marion County Building Inspection at (503) 588-5147 to determine whether a building permit is necessary. Failure to obtain this permit may result in delays in the issuance of electrical or mechanical permits.

For additional information, contact the City of Stayton Planning Dept., (mailing address) 362 N. Third Avenue, (building address) 311 N. Third Avenue, Stayton, Oregon 97383. (503) 769-2998; email: [dfleishman@ci.stayton.or.us](mailto:dfleishman@ci.stayton.or.us).